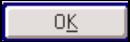


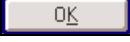
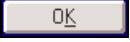
Completing a Signature Proxy

1.	Enter the desired information into the User ID field. Enter a valid value, e.g. " 1234567 ".
2.	Press [Tab] .
3.	Enter the desired information into the Password field. Enter a valid value, e.g. " abcd1234 ".
4.	Click the OK button. 
5.	Click the Accept option. 
6.	Click the OK button. 
7.	Click the Log in as menu. 
8.	Click the Proxy menu. 
9.	Click the Fill Out button. 
10.	Click the Request for Settlement menu. 
11.	Enter the desired information into the Name field. Enter a valid value, e.g. " yore ".
12.	Click the OK button. 
13.	Click an entry in the list. Select the orders for 7/1-3/2005.
14.	Click the OK button. 
15.	Click the Adv/Accrl tab. 
16.	Verify the advance, then... Click the Entitlements tab. 
17.	Click the Travel Not Performed option. 
18.	Click the Calculations tab.

Job Aid



	Calculations
19.	Verify the amount Due US equals the advance taken, then... Click the Financial tab.
20.	Click the Modify Accounting button.
21.	Press [Tab] .
22.	Enter the desired information into the R/D field. Example "P".
23.	Press [Tab] .
24.	Enter the desired information into the Appr field. Enter a valid value, e.g. " 501 ".
25.	Press [Tab] .
26.	Enter the desired information into the Limit field. Enter a valid value, e.g. " 299 ".
27.	Press [Tab] .
28.	Enter the desired information into the Allt field. Enter a valid value, e.g. " 21 ".
29.	Press [Tab] .
30.	Enter the desired information into the ProgEle field. Enter a valid value, e.g. " RA ".
31.	Press [Tab] .
32.	Enter the desired information into the CstAct field. Enter a valid value, e.g. " 78045 ".
33.	Press [Tab] .
34.	Enter the desired information into the Obj field. Enter a valid value, e.g. " 2100 ".
35.	Press [Tab] .
36.	Click the OK button.
37.	Click the OK button.
38.	Click the Send to button.

39.	Click the Send to AO option. 
40.	Since Mr. Duck is the designated AO, his name automatically appears. Click the OK button. 
41.	Enter the desired information into the Secondary Password field. Enter a valid value, e.g. " 1234abcd ".
42.	Click the OK button. 
43.	Click the Logout button. 
44.	Click the Yes button. 
45.	Congratulations for completing the Completing a Signature Proxy tutorial. Click the icons below to view in depth policies and procedures. End of Procedure.